

Employee Post-Travel Disclosure of Travel Expenses

Post-Travel Filing Instructions: Complete this form within 30 days of returning from travel. Submit all forms to the Office of Public Records in 232 Hart Building.

Date/Time Stamp:

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In compliance with Rule 35.2(a) and (c), I make the following disclosures with respect to travel expenses that have been or will be reimbursed/paid for me. I also certify that I have attached:

- ☒ The **original** *Employee Pre-Travel Authorization* (Form RE-1), **AND**
☒ A **copy** of the *Private Sponsor Travel Certification Form* with all attachments (itinerary, invitee list, etc.)

Private Sponsor(s) (list all): Global Women's Innovation Network

Travel date(s): Oct 9, 2017 to Oct 11, 2017

Name of accompanying family member (if any): N/a

Relationship to Traveler: ☐ Spouse ☐ Child

IF THE COST OF LODGING DID NOT INCREASE DUE TO THE ACCOMPANYING SPOUSE OR DEPENDENT CHILD, ONLY INCLUDE LODGING COSTS IN EMPLOYEE EXPENSES. (Attach additional pages if necessary.)

Expenses for Employee:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input checked="" type="checkbox"/> Good Faith Estimate <input type="checkbox"/> Actual Amount	\$425 Alaska Air Flight (coach class) + \$375 Ground Bus Transportation= Total \$800	\$205/night x 2 nights= \$410 (pre-tax/fees)	M&IE= \$185* *At per diem rate. Includes \$55.50 for last and first day of travel = \$74	

Expenses for Accompanying Spouse or Dependent Child (if applicable):

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate <input type="checkbox"/> Actual Amount				

Provide a description of all meetings and events attended. See Senate Rule 35.2(c)(6). (Attach additional pages if necessary.): Meetings, tours and events provide a forum for female leaders in the public and private technology sector to debate and be educated on an array of issues.

The program addressed international trade and telecommunications as well as innovation including virtual reality, women-led inventions and the future of work and the internet.

11/1/17 (Date) Narda Jones (Printed name of traveler) Narda Jones (Signature of traveler)

TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER:

I have made a determination that the expenses set out above in connections with travel described in the *Employee Pre-Travel Authorization* form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

11/1/17 (Date) Maria Campbell (Signature of Supervising Senator/Officer)